



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Human Resources Technician

FLSA: NE

SERVICE: Classified

REVISED: 7/5/2011

Summary: Under close supervision performs work of moderate difficulty in providing specialized operational support to Human Resources in the areas of records management and recruitment. Performs related work as required or assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Maintains all Navajo County employee documents and files including applications, PAFs, I-9's, background checks, correspondence, performance evaluations, benefits and medical information, payroll and related information.
- Logs in employment applications and enters applicant information. Refers applicants to departments after screened for qualifications.
- Updates weekly employment listing on bulletin board. Ensures copies of the listing, job descriptions and applications are available.
- Tracks and maintains spreadsheets for completed evaluations.
- Manages the record retention program for the human resources office.
- Prepares new employee packets. Creates new personnel, benefit, and medical folders, as needed.
- Provides information to job applicants, employees, departments, and other organizations.
- Processes office mail.
- Keeps inventory of supplies and prepares orders.
- Maintains high standards of confidentiality.
- Other duties as assigned.

Knowledge and Skills:

- Knowledge of employment and labor laws and County personnel policies.
- Knowledge of standard office equipment and computer software, database and spreadsheet applications.
- Knowledge of human resources practices and the ability to maintain confidential information in accordance with policies.
- Skill in operating common office equipment including computers and associated human resource and office software.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

DESIRABLE QUALIFICATIONS:

High school diploma or GED; AND one year work experience in human resources or payroll, or any combination of training, education and experience that demonstrates the ability to perform the duties of the position; prior work experience in a government setting preferred.